

30 APR

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12 April 1974

PROPOSED KEP BASELINE STATUS REPORT

1. The KEP Baseline Status Report will display all data collected on each KIQ during the Baseline period. The Status Report will follow the following format for each individual KIQ.

- A. KIQ IDENTIFIER - responsible NIO
- B. Definition of KIQ
- C. KIQ Assessment

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- D. Planned Production Data

- (1) Agency/Component
- (2) Type of product

- E. Collection/Processing Data

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2. The classification of the entire Baseline status will be printed at the top and bottom of each page.
3. The date the Status is printed will be printed at the top right of page one.
4. The KIQ number of the KIQ data being printed on a page will be printed at the bottom left of each page so a user can quickly thumb through the status.
5. The page number will be printed at the bottom right of each page.
6. If a section of Status extends from one page to the next, the last logical section heading will be repeated on the next page.
7. The user will have the option of printing the Baseline Status on paper or placing it on microfilm.
8. The user will have the option of printing the Baseline Status in its entirety or only specific sections. The options in printing the Baseline Status are:
 - (a) Entire Status
 - (b) KIQ Definitions
 - (c) KIQ Assessments
 - (d) Planned Production
 - (e) Planned Collection/Processing data
9. Attachment A is a graphic layout of the Baseline Status Report.

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